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ABSTRACT

The Nassau (New York) Library System contracted with Literacy Volunteers of America to address the problem of adult literacy by increasing the number of trained volunteer tutors who can teach basic literacy skills. Specifically, the project's goals were to: (1) conduct 6 tutor training workshops at library locations; (2) recruit and train 180-200 community volunteers to work on a one-to-one basis with adults who read below the fifth-grade level; (3) provide training manuals and other materials for use by tutor trainees; (4) recruit a minimum of 180 adult students who read below the fifth-grade level; (5) provide orientation and training to identify, recruit, and refer students; and (6) provide high-low materials for use by matched pairs of tutors and students. The project trained only 157 tutors, due to a lack of minority volunteers. A tutor training packet was distributed at the workshops, and 128 adult students were matched with tutors. (The performance report contains the following sections: (1) narrative report; (2) goals and objectives; (3) basic reading course outline; (4) project newsletter; (5) brochure; (6) three posters; (7) contract; (8) fact sheet; (9) two information letters; and (10) tutor training workshop schedule, fall 1989.) (NLA)

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U.S. DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL RESEARCH AND IMPROVEMENT
LIBRARY PROGRAMS

WASHINGTON, D.C. 20208-5571

FINAL PERFORMANCE REPORT

for

Library Services and Construction Act, Title VI
Library Literacy Program

NASSAU TUTOR TRAINING FOR LITERACY PROJECT II

Grant No. R167A80240

(CFDA No. 84.167)

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PART I

1. Nassau Library System
   900 Jerusalem Avenue
   Uniondale, NY 11553

2. Dorothy Puryear
   Chief, Special Library Services
   (516) 292-8920 (prepared this report)

3. Grant No. R167A80240

4. Grant Amount $25,000
   Amount Expended $25,000

PART II: Narrative Report

General

The Nassau Library System had proposed to contract again with Literacy Volunteers of America, Nassau County, Inc., to provide six tutor training workshops to train at least 180 to 200 more community volunteers to work with adults who read below the fifth grade level.

The proposed project was successfully accomplished and the goals and objectives were mostly met. The report which follows will explain a slight deficiency in the expected number of tutors.

With the help of other Nassau Library System support, i.e., an LSCA Title I grant which helped to provide phones' service, printing, and miscellaneous supplies; the assistance of office space, light, heat, etc., in a local library building; and the additional support of a Nassau County grant to NLS which helps to pay salaries of director, assistant director, and clerical staff, this local affiliate of LVA has been doing an exemplary job of attacking the problem of illiteracy in Nassau County.

One deficiency was always the lack of money, to train more tutors. With this project it has been possible to train 157 more volunteer tutors, which, with a similar one for '87-'88, more than triples the number of trained tutors in

Nassau County. The original tutors had been trained over a long and painstaking number of years in which raising funds was always a problem. Thus, reaching the goal of providing six tutor training workshop series in one year is a real boon.

The project did not reach the objective of 180-200 community volunteers trained (only 157 trained) for a very good reason: there has been a serious lack of minority tutors, in spite of the fact that many students are African-American or Hispanic. In an effort to recruit and train more minority tutors, the site of three workshops was moved to Hempstead Public Library. The numbers here fell short of expectations. More people in poorer communities must work, sometimes two jobs, and do not have leisure to volunteer. There is never any problem in recruiting volunteers from the more affluent, but mostly Caucasian, communities. The workshops were conducted, but just with smaller numbers of participants in Hempstead.

The project also paid for the tutor training materials for the volunteers who attended the training classes. It also provided for a collection of reading materials, (high interest-low level) to be available for the new students.

Because Nassau Library System contracted for most of this service, the contractee, Literacy Volunteers of America, Nassau County, Inc., was asked to report. The following is that part of the narrative: (It follows the outline of the project proposal)

Report of

Literacy Volunteers of America, Nassau County, Inc.

GOALS AND OBJECTIVES: The overall goal of this project was to address the problem of illiteracy among adults in Nassau County by increasing the number of trained volunteer tutors who can teach basic literacy skills to adults who need them, specifically by contracting with Literacy Volunteers of America - Nassau County, Inc., to:

(a) conduct 6 Tutor Training Workshops at member Nassau County Library locations:

Literacy Volunteers of America - Nassau County, Inc., conducted 6 (21-hour) Tutor Training Workshops at the following Nassau County member libraries of the Nassau Library System between October 1, 1988 and September 30, 1989:

1) Nassau Library System: 900 Jerusalem Avenue Uniondale, NY 11553	October 13,17,10,24, 27,31; November 3 Anita Campanella
2) Jericho Public Library: One Merry Lane Jericho, NY 11753	January 10,13,17,20, 24,27,31 Anita Campanella
3) Hempstead Public Library: 115 Nichols Court Hemptead, NY 11550	January 10,23,26,30; February 2,6,9 Elaine Platt
4) Bryant Library: Paper Mill Road Roslyn, NY 11576	January 19,23,26,30; February 2,6,9 Trish McElhinney

5) Hempstead Public Library: February 27; March 3,
115 Nichols Court 6,10,13,17,20
Hempstead, NY 11550 Caren Cramer

6) Hempstead Public Library: May 2,5,9,12,16,19,23
115 Nichols Court Elaine Platt
Hempstead, NY 11550

The format of the Tutor Training Workshop is to demonstrate various tutoring techniques through live demonstrations and video tapes and then to give tutor trainees the opportunity to practice in O-T-O (One-to-one) sessions supervised by the Tutor Training Workshop Leader and experienced Literacy Volunteers tutors.

Each Tutor Training Workshop is supplemented with a 3-hour follow-up session. Follow-ups for the 6 Tutor Training Workshops described above were: December 15, 1988, April 3 (2), May 8 and June 20, 1989.

(b) recruit and train 180-200 community volunteers to work on a one-to-one basis with adults who read below the fifth grade level.

During the project year October 1, 1988 through September 30, 1989, under the contract between the Nassau Library System and Literacy Volunteers of America-Nassau County, Inc., (LVA-NC) 6 general orientations to LVA-NC were conducted. These 3-hour sessions, open to the public, provided general information on the program, the training,

the responsibilities of becoming a tutor as well as general information about the adult low-level reader, his needs, learning styles, motivation, etc.

These Orientation sessions conducted at Nassau County member library locations were held on October 13, 1988, January 10, January 19, (2), February 27, and May 2, 1989.

Orientation sessions were scheduled at locations which tend to be central to Nassau County and with a proximity to student populations within geographic areas of greatest need.

In total 157 potential community volunteers completed one of the Tutor Training Workshops described in (a) above. Of these 132 were matched to work on a one-to-one basis with an adult who reads below the fifth grade level, at mutually convenient times and locations, usually at a Nassau County member library location.

(c) <u>provide training manuals and other materials for use by tutor trainees</u>:

Each of the 157 tutor trainees who registered for Tutor Training Workshops received a tutor packet which contained: <u>Tutor</u> (Techniques Used in the Teaching of

Reading), A Handbook for Teaching Basic Reading to Adults and Teenagers, 6th Edition, by Ruth J. Colvin and Jane H. Root, Ph.D., published by Literacy Volunteers of America, Inc., 5795 Widewaters Parkway, Syracuse, N.Y.; Read (Reading Evaluation - Adult Diagnosis), A Test for Assessing Adult Student Reading Needs and Progress, by Ruth J. Colvin and Jane H. Root, Ph.D., published by Literacy Volunteers of America, Inc., 5795 Widewaters Parkways, Syracuse, NY 13214; various handouts, outlines, and suggestions for materials for use in preparing lessons for adult low-level readers.

(d) recruit a minimum of 180 adult students who read below the fifth grade level.

During the course of this program year, more than 200 students were recruited through a variety of publicity activities conducted by Literacy Volunteers of America-Nassau County, Inc. Publicity efforts through Nassau County member library locations included the distribution of posters, flyers, fact sheets, Tutor Training Workshop schedules, applications and student referral forms. 128 adults who read below the fifth grade level were matched with a volunteer trained in

one of the Tutor Training Workshops described above. Others will be matched as a "second" student to one of the trained tutors or as a "rematch" when instruction is completed.

(e) provide orientation and training to identify, recruit and refer students:

Packets of recruitment materials including the items listed in 1 (d) above were printed and distributed by the Nassau Library System to each of its 54 member libraries in October 1988 and February, 1989. While no formal specific orientations for Nassau County member library staffs were held, a number of libraries were in contact with the Literacy Volunteers of America-Nassau County, Inc., office for advice on the best distribution within the local community. Approximately one-third of the 132 students matched with the tutors trained in the Workshops described in 1 (1) above were referred by one of the 54 Nassau County member libraries.

(f) provide high-low materials for use by matched pairs of tutors and students:

Approximately $1000 in high/low materials were purchased for use by Literacy Volunteers of America-Nassau County, Inc.'s tutors and students including books, workbooks, and other assorted materials. For a specific list of these materials see paid invoices attached.

Literacy Volunteers of America - Nassau County, Inc.

BASIC READING COURSE OUTLINE

ORIENTATION
- Overview of Literacy Volunteers: the Organization
- Overview of Basic Reading Workshop; Commitment; Homework
- What is Reading?
- Characteristics and Goals of the BR Student
- The Adult Learner

SESSION I
- Writing and its Realtionship to Reading
- Techniques (how to get started):
  - a) The Language Experience Approach
  - b) Sight Words
- Positive Corrections

SESSION II
- More techniques:
  - c) Phonics (Consonant sounds)
  - d) Patterning
- Phonic Drill
- Blends and Digraphs

SESSION III
- Final Technique: Multi-Syllabic Words
- Review of Techniques
- Overview of *READ* (diagnostic test)

SESSION IV
- Goals and Lesson Plans (theory)
- Writing a Lesson Plan
- Using Structured Reading Materials and Newspapers, Magazine Articles, etc.

SESSION V
- Language Experience Approach: All Techniques
- Comprehension; Spelling; Vocabulary Building
- Student Case Studies
- Assignment of Students

SESSION VI
- Quiz
- Tutor/Student Demonstration
- Case Studies; Trainees Discuss Students
- LVA Books and Materials

SESSION VII (4-6 weeks later, after some tutoring experience)
- The LVA Library
- New Tutors Discuss their Students (Problems, Possible Solutions)
- Glass Analysis and/or Other Techniques
- Graduation: Awarding of Certificates

250 Fulton Avenue - Suite 514 - Hempstead, NY 11550 - (516) 486-2789

KEYWORDS

Late, Late July 1989

Volume 2, Issue 1

Literacy Volunteers of America - Nassau County, Inc.

ANNUAL MEETING AND LUNCHEON

On June 21, 1989, sixty tutors and students lined up at the buffet table to sample a variety of salads, a delectable selection of fresh fruits, large, fluffy croissants, and dessert. And that was just the beginning of LVA-NC'S Annual Meeting and Luncheon.

Amidst the clatter of utensils on plates, **Anita Campanella**, President of the Board of Directors, conducted the business of the Annual Meeting; the election of the Board's 1989 slate (**Caren Cramer, Christie Heiberg, Henry Stern** and **Marvin Shapiro**), selection of the 1989-'90 Nominating Committee, and the Year in Review (see page 3 for Anita's comments).

Anne DuPrey, the Executive Director, had a chance to inform everyone about LVA's Conference in November. Raffle forms for an all-expense-paid trip to Virginia Beach, November 2-4, were distributed. She also had a chance to introduce the then-current and wonderful staff of **Maureen Leck, Marge Gilcher, Karen Solomon, Marilynn Burke,** and **Elaine Platt** (come in to the new office suite and meet everyone). And throughout the proceedings door prizes were awarded to 15 lucky guests. Proud feelings of a job well done for 1988-'89 were shared and warm wishes for a terrific summer were extended to all.

Dear Friends

Dear Friends.

We've made a lot of mistakes in our lives. I'm so glad that the door is open for me and you. I met a lot of people here. It is a wonderful program for everyone to go to. You will meet nice tutors there, who can help you read and write well. They put a lot of interest in you to learn. Open up your head and take in what the tutors teach you.

VELMA PENNANT - STUDENT
ELIZABETH DUGGAN - TUTOR

(For more news about and by our students, see page 2.)

GRUMMAN

BI-COUNTY CONFERENCE

Have you seen the Bi-County Conference brochure that was mailed to you mid-August? The Workshops being offered are state-of-the- art. The Conference itself is unique. And the presence of two County Executives, **Arlene Fingeret's** Keynote Speech and lunch complete an unbeatable package. How can you pass up this singular experience planned for October 28, 1989?

While we're at it, we will need help "behind-the-scenes." Please call **Elaine Platt** at 486-2789 if you would like to participate in some of the planning and setting up.

WHAT A YEAR!

PROGRAM HIGHLIGHTS

In FY '88-'89 LVA-Nassau County, Inc.,

aided by	12	Workshop Leaders
and	75	OTO Leaders,
conducted	15	Tutor Training Workshops
of which	10	were Basic Reading
and	5	were ESL
at which	321	volunteers were trained,
making	955	active volunteers
helping	912	students
in	25000 +	hours of instruction
resulting in	271	meeting a goal, and
provided	24	In-Service Sessions
at which	407	volunteers attended,
trained	33	new interviewers
of whom	9	were ESL
and	24	were Basic Reading
in	4	tester training sessions
making	93	testers
of whom	58	were Basic Reading
and	35	were ESL,
conducted	2	OTO Training Sessions,
trained	1	Workshop Leader, and
employed	9	staff members
assisted by	10	office volunteers
and	192	volunteers on committees,
answered	1256	future tutor inquiries,
registered	653	students,
supervised	38	RSVP members,
conducted	1	Recognition Ceremony
and	1	Annual Meeting,
held	10	Student Group Meetings,
kept	1	Library Collection
containing	3478	volumes,
spoke at	20	meetings,
published	7	newsletters
and	1	student booklet,
while	56	volunteers
prepared	52	mailings which added
up to	42,891	bulk mail pieces
of which	1	was a funding appeal,
while	11	LVA-NC volunteers
and	2	students
attended	1	National Conference.

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FROM OUR PRESIDENT

(delivered at the Annual Meeting)

""Time flies when you're having fun', they say. It must be true because I can't believe it's been a whole year since I became President of the Board!," exclaimed **Anita Campanella** in her opening remarks at the Annual Meeting. "And now it's my honor to report on the year's accomplishments and to comment about our future.

"A number of events stand out:
Winning the Affiliate of the Year Award for the second time;
The move to our new office: it gave us space for an expanded library and the many volunteers who are interested in working on a volunteer committee (mailing, Outreach etc.) or in assisting in the office. It also provided us with our own Community Room for meetings, tutoring and workshops and gave us the space for 3 computers, a desk for an ESL Coordinator, and more;
Recognition Night (a resounding success);
10% growth in volunteers and students (keeping us one of the largest affiliates in the country);
Our Open House;
Tutoring at the Nassau County Correctional Facility. We're back in Jail! (see page 5 for a description of the project).

"Now that brings me to some thoughts for the future:
--We want to expand and improve all of the on going programs;
--We will hire an ESL Coordinator;
--We are very anxious to include the parents of Head Start children in a small group tutoring project;
--In keeping with our recent Board reorganization, we hope to expand the Board of Directors to include people who can help us achieve some of our goals and work toward Leadership Development;
--And as a result of the Search Conference, we hope to be better able to identify our long-range goals.

"All of the preceding is and will be accomplished by a LARGE number of people, like the:
MEMBERS OF OUR BOARD OF DIRECTORS, who deserve a big thank you for an outstanding job as a whole and as members of the Standing Committees;
VOLUNTEERS, who are tutors, who volunteer in other ways, and who do both: thank you for making this such a beautiful year;
STUDENTS, whose courage, perseverance and tenacity I applaud and who gave us the opportunity to share in their achievements;
STAFF, who are the most fun-loving group of people I've ever met, and yet the most hard-working and the most competent! Bravo and Thank you!

"As for myself, this past year has been one of the happiest, most rewarding and personally satisfying. And I can't wait to dig my teeth into some of the newly proposed projects. Have a healthy and happy summer. Come back ready to do more good work!"

KEY WORDS is published by Literacy Volunteers of America - Nassau County, Inc., 250 Fulton Avenue, Suite 514, Hempstead, NY 11550

Anne DuPrey, **Exec. Director** — Julia D. Berkowitz, **Assoc. Director**

Elysabeth Alessi, **Production**

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1988-1989

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In Memory

Suzanne and I first met on November 23, 1987 at the Hicksville Library and continued to do so until early this year.

Although Suzanne could read quite well, she had great difficulty in writing down her thoughts. Her goal was to go to college, and in the Spring of 1988 she enrolled at Nassau Community College in a pre-English course. She was really excited about it. However, since she had many personal problems, she could not give her studies all the attention they needed, and she did not pass.

Undaunted, she signed up again. She worked hard on punctuation this time. But once again, there were family problems, and her child was ill for awhile.

When she failed the course for the second time, she decided she would do more studying before signing up again. She was determined to succeed.

And now it is with great sadness that I report that Suzanne died in her sleep in April. Although she failed to reach her goal, I want everyone to know how hard she tried and what a wonderful, warm human being she was. And whatever help I gave her, I received back tri-fold in the appreciation and love she bestowed.

EDNA M. GRESS - TUTOR

OPENING A DOOR

Bruce and I have been working together since November, 1986. Although we have come a long way, Bruce has had great difficulty writing. We've tried several approaches, with varying degrees of failure.

After Recognition Night I brought home *The Open Door*, which Bruce and I read from cover to cover. He was greatly impressed with the stories written by students who were in the same situation as he was. A few weeks later Bruce brought to his lesson a sheet of paper on which was written:

GOD SURE IS BLESSING ME

Three years ago, I met one beautiful person through L.V.A. His name is **Gene Molloy**. *Our relationship is so beautiful in mind, body and heart. That is love.*

I remember the first day I met him. He said to me "Hey! Are you going to give me a big hug?" I have been hugging him every time, since that day.

I know how I think, and I have been thinking this way for 38 years. Gene Molloy has patience. He knows I can do it. He opened my mind to brighter surroundings in general. I have built my confidence up so high now that I know I can read, write, spell, and speak. Thank God for such a program as L.V.A.

God sure is blessing me.

I held off on mailing this because I wanted to see if **Bruce** would continue to write. The good news is that he has. Bruce and I send a big "THANK YOU!" to the many hard-working students who contributed their writings to *The Open Door* and to their wonderful tutors who worked with them so successfully.

GENE MOLLOY - TUTOR

Student Group

The last meeting of the '88-'89 LVA-NC Student Group was held on June 28th at the Hempstead Library. It turned into a discussion of each others' backgrounds and thoughts about America. **Nader**, an ESL student from Egypt, was a fascinating speaker. He was asked many questions about his home in Alexandria, his culture and his reasons for coming to America. And his introduction led the other students to think about their own lives.

Maria, another ESL student, came from a small town in Bari, Italy. She felt that her life as a child there was "free" (no pressures) compared to the lives of children in America. When she came here, she asked, "is this America?," referring to the subways, the noise and the poverty.

Luther grew up in the South on a farm and later served in the Army. He came to New York from Georgia when he saw a sign saying "Go to New York - Employment, $75 a week." His schooling had ended at 8th grade because he had to work on the farm.

At one point the group took time out to pull gifts from a grab bag and to enjoy the beverages and cookies brought by some of the students. When the evening ended, all felt they could have continued for hours because everyone had a fascinating story to tell.

DOROTHY FIELD and MARIE NOVOTNY, GROUP ADVISORS

THANKS. . .

. . . to **Amanda Matetsky** and **Faith Hailparn** for their work in setting up and maintaining our ever-increasing library collection. They've done a superior job of assisting **Caren Cramer** in keeping LVA-NC's library ready for all tutors. And they've also trained a new team of helpers which includes **Mary Reading, Gail Sturdevant** and **Inge Zadikov.**

. . . to the **volunteers** who helped with the mailings this year. You were crucial to keeping the lines of communication open.

. . . to the **Workshop Leaders** and **OTO's** who assisted them for another year of best-of-its-kind training. 321 volunteers were prepared for tutoring in your 15 workshops. Great show!

WELCOME!

LVA-NC has hired an ESL Training Coordinator! Letitia Crafa officially started September 18 (but was involved in an ESL workshop prior to that date.)

Letitia comes to us from the ABLE Program at Adelphi, where she worked as a counselor to adults. She is presently working towards a MEd. and assisting in adult ESL classes. Her background includes Spanish, French, Italian, and German.

Letitia has many challenges ahead of her, including training workshop leaders, setting up small group tutoring in ESL, and establishing ties with the foreign-speaking communities in Hempstead and Westbury. Welcome aboard!

Save These Dates

October 11 - Idea Exchange
October 28 - Bi-County Conference
November 2-4 - National Conference

In Memory

Sadly for all who knew her and for LVA-NC as a whole, **Cleora Schrecongost** died suddenly June 26, 1989.

Cleora had been involved since 1974 and would have received her 15 year pin at our next Recognition Night. Through all these years she had worked patiently, tirelessly and resolutely with just 2 students. **Jim** had been tutored by her since 1975, **Mike** since "only" 1977. Each year they both progressed. Each year they grew in confidence.

Although we like to claim Cleora as our own, she had been a very busy lady. She had joined the First Presbyterian Church of Levittown in 1950. She was then ordained an Elder in 1954 and a Deacon in 1976, and later chaired that board. She created the Aging Is For Everyone program.

In December of 1954, Cleora organized the Junior Choir and directed the Junior, Youth and High School Choirs in subsequent years. In the early 50's she was Superintendent of Release Time for Religious Education. She was also very active as a piano teacher and in the Lydia Circle.

Cleora was a most loyal Literacy Volunteers tutor. She always committed to being an OTO leader for all sessions of one workshop and then individual sessions at others. She came to in-service training workshops on a regular basis because she felt she could always learn something new. And there is no doubt that she exerted a strong influence on the lives of her students.

I, for one, will miss her greatly. She leaves a void that will be hard to fill.

JULIA DRAKE BERKOWITZ

JAILHOUSE ROCK

It started very quietly. There were no banners. No trumpets. No speeches. LVA-NC in the guise of **Anita Campanella** and **Gene Higgins** set off for the Nassau County Correctional Center in May to begin tutoring inmates.

Anita started with one student, Gene with three. Then **Rosemary Myers** came along from time to time to test new learners who were interested in instruction. Then **Barbara Abramson** made it a triumvirate. And recently **David Seltzer** and **Jean DeMers** joined the group.

Anita and **Gene** were able to work with the same students for four or five sessions until they were transferred. Others, however, are in the East Meadow facility for a longer period.

Already **Rosemary Myers, Nila Philips** and **James Pfeifer** have expressed interest in tutoring inmates in September. If you are intrigued by short-term, team tutoring, please call **Julia** at 486-2789. You might just be tempted after reading the following letter.

"For The Kind People"

Dear Kind People,

I would like to give you my thanks for coming into the Nassau County Jail sharing both your time and knowledge with us.

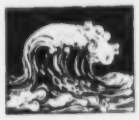
As I'm sure you know, a lot of us have learning problems and are afraid to open up and ask for help. Afraid because of what peers will think I suppose. But once they come in contact with your group, they see that there is nothing to be afraid of, and that there is much to learn.

Well, I'm sure that there are more people that I owe thanks to. So again I wish to thank you and wish you much success.

Always,

G.

Turning The Tide Toward Literacy



NATIONAL CONFERENCE 1989

Turning The Tide Toward Literacy: Conference '89 At Virginia Beach

Virginia is for Lovers. . . of history, sports, good food, the arts, the out-of-doors, and learning!

LVA Conference-goers can expect to be greeted by gallant Cavaliers in grand capes and plume hats, flourishing swords and welcoming all to Virginia Beach and to many wonderful activities, such as an ensemble from historic Williamsburg, a walking colonial fashion show, a Tidewater gospel group, bluegrass music from the Shenandoah Valley, country clogging, and more!

There will be a Pre-Conference Session on Wednesday, November 1, when LVA core training workshops such as Workshop Leaders Training, Program Management and a Leadership Development/Management Forum will be offered. The following 2 1/2 days will be chocked full of workshops to suit everyone's interests.

The Welcoming Session will take place Thursday at 11:00 a.m. and will feature Virginia's first lady, Mrs. Jeannie Baliles. The highlight of the Conference line-up will be Thursday's "Virginia is for Lovers" Night, which will feature an LVA Awards Banquet in the romantic Beach Club followed by dancing and entertainment in the restored, original Cavalier Hotel on a hilltop overlooking the ocean.

Friday evening will be casual at a sponsored reception with roving entertainers followed by a trolley ride to the seaside restaurant of your choice.

Saturday morning will begin with a choice of two plenary sessions, one focusing on basic literacy and the other on English as a second language. The Conference will conclude with an early luncheon.

Plan on coming. Check your mail for a chance to participate in the raffle for an all-expense-paid trip. And for more information, call 486-2789.

Tutor Tips

What do you do if your student reverses letters, words, and/or words within senetences? Here are some tips taken from **Eldon E. Ekwall's** *Locating and Correcting Reading Difficulties*.

A. Emphasize Left To Right Movement In Everything:

1. Cover word(s) or sentence(s). Read the word or sentence as it is uncovered.
2. Underline the word or sentence, sounding out the word as it is underlined or reading the sentence as it is underlined.
3. Draw arrows pointing from left to right under troublesome words.
4. Have your student use a typewriter to practice troublesome words.

B. Other:

1. Write word(s) on word cards. Have your student trace the words with the index and middle fingers together as he/she sounds out the word. Then write the word from memory.
2. If your student reads rapidly, have him/her read more slowly.
3. Write words sometimes reversed in pairs. Use one of the words in a sentence. Ask your student to point to and write the correct word.
4. Use a colored letter at the beginning of words commonly confused.

THE LIBRARY

WHAT'S NEW?

We've been getting a lot of material from Steck-Vaughn. Here's a sampling:

SPOTLIGHT: magazine-format books with high-impact photography and easy-to-read stories about rock, movie and sports stars; includes exercises that help develop factual recall, vocabulary, sequencing, drawing conclusions., etc. Grade levels 4-8.

MASTERING BASIC READING SKILLS SERIES: easy-to-follow format of 'teaser' paragraph, vocabulary words and definitions, short story, and exercises that develop skills such as sequencing, finding the main idea, identifying root words, etc.

SEND 'EM BACK--PLEASE!

Say, are you and your student still using that workbook? No? Then it's time to return it to the LVA-NC Library.

Want an easy way to do it? Just put the book(s) in an envelope, seal it and write: Literacy Volunteers of America-Nassau County, c/o Hempstead Public Library. Then take it to your local library and have someone there send it through the inter-library loan system.

Congratulations!

These tutors completed one of our BR or ESL Workshops from January 1, 1989 - June 30, 1989:

Joan Anania
Hamite Arifi
Harriet Arolick
Mary Asseng
Paul Atlas

Charles Baker
Alice Batchelor
Sirry Benediktsson
Lewis Berkowitz
Rita Berstein
Constance Berrill
Ellen Bettica
Lucille Bettencourt
Anna Betz
Rita Boden
Jane Botta
J. Brancaccio
Gertrude Brown
Michael Brown
Roberta Buettner

Mark Carpentieri
Elaine Chait
Rima Chenetz
Laura Christman
Marilyn Clarke
Linda Colvin
Leonora Cuffey

Jill Dalton
Morton Davis
Fred Doff
Norman Dolid
Carol Donohue

Donald Earl
Evelyn Edelstein
Roland Edelstein
Carol Edwards
Nanette Elman
Maureen Ermann

B. Fitzsimmons
Mildred Flannery
June Forschmidt

Georgia Gates
Cathleen Gilkinson
Margaret Gillespie
Charlotte Glass
Luther Godwin
Dorothy Goins
Diane Gokey
Patricia Gordon
Jane Grandino
Maureen Grau
Arline Green
Myrna Green

Richard Hawkey
Betty Helmer

Doris Johnson

Cynthia Kaufman
Sunita Kelkar
Dorothy Kirsch
Doris Kleinman
Charlotte Knodt
Marilyn Kossoff
Pat Kottmeier
Doris Krahn
Mary Lynn Kramer
Eleanor Krasner
Rosalie Kreps
Edith Kupferman
Irene Kurtz
Sue Kuschner

Dorothy Lash
Allen Leboff
Gail Less
Fran Lubrano
Lucia Luetters

Sherry MacDonald
Jean Mackey
Kathleen Magee
Colette Maier
Daryle Mason
John Masterson
Rita McKenna
P. McLaughlin
Stephanie Meth
Dorothy Milanos
Colleen Millan
Vin Miner
Rae Minuta
Jessine Monaghan
Ed Moosman
Susan Morissey
Brain Mulligan
Sr. Mary L. Murray

Elaine Noonan

Teresa O'Reilly
Judith Orshan

Maryann Pancer
Janet Paulsen
Bea Peyser
James Pfeiffer

Nila Phillips
Jamie Pinto
Addison Porter

C. Reiglehoff
E. Reilly.
Marion Robertson
Stacy Romano
Jean Ronick
Joan Rosen
Joyce Rosenberg
L. Rosenthal
Anne Rothman

Florence Santora
Sally Schauer
Jean Schmutz
David Seltzer
Denise Semke
Julia Shapiro
Ester Shevit
Patricia Siewert
Evelyn Solomon
Renee Solomon
Ruth Speigelman
Joan Sprangel
George Stattel
Gertrude Steiner
Gail Sturdevant
Leonore Susswein
Mary Swartz
Leo Sweedler

R. Tabachnick

Eugene Tannen
Irene Taylor
Jane Trombley

Michael Walsh
Doris Weber
Carol Weil
Rhoda Weill
Annette Weinstein
Doris Weinshenk
Mary Jane Weiss
Seymor Wilk
G. Williams
Shelly Wolf

KEYWORDS

Literacy Volunteers of America-Nassau County, Inc.
250 Fulton Avenue, Suite 514
Hempstead, N.Y. 11550

Nonprofit Organization
U.S. POSTAGE
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PERMIT 267

DOROTHY PURYEAR
900 JERUSALEM AVE
UNIONDALE, NY
11553

BEST COPY AVAILABLE

LITERACY VOLUNTEERS of AMERICA

NASSAU COUNTY, INC.

Free help in reading for adults!

(516) 486-2789

20

Literacy Volunteers of America - Nassau County, Inc.
115 Nichols Court
Hempstead, N.Y. 11550

Nonprofit Organization
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BEST COPY AVAILABLE

"I can help you learn to read. Please call me."

486-2789

Literacy Volunteers of America - Nassau County, Inc.
115 Nichols Court
Hempstead, N.Y. 11550

21

LITERACY VOLUNTEERS of AMERICA – NASSAU COUNTY, INC.

If you need help to:

- fill out an application
- read notes from teachers
- look up phone numbers
- read warning labels
- take a written test
- read better

LITERACY VOLUNTEERS of AMERICA – NASSAU COUNTY, INC.

call 486-2789 to register for:

- free
- confidential
- county-wide
- day or evening
- one-to-one tutoring
- for adults.

LITERACY VOLUNTEERS of AMERICA – NASSAU COUNTY, INC.

LVA - NC provides:

- tutors who work one-to-one with an adult in need.
- volunteers who help adults reach their goals.
- tutors who work at mutually convenient times and locations.
- volunteers who make a difference.

"I can help you learn to read. Please call me."

Call

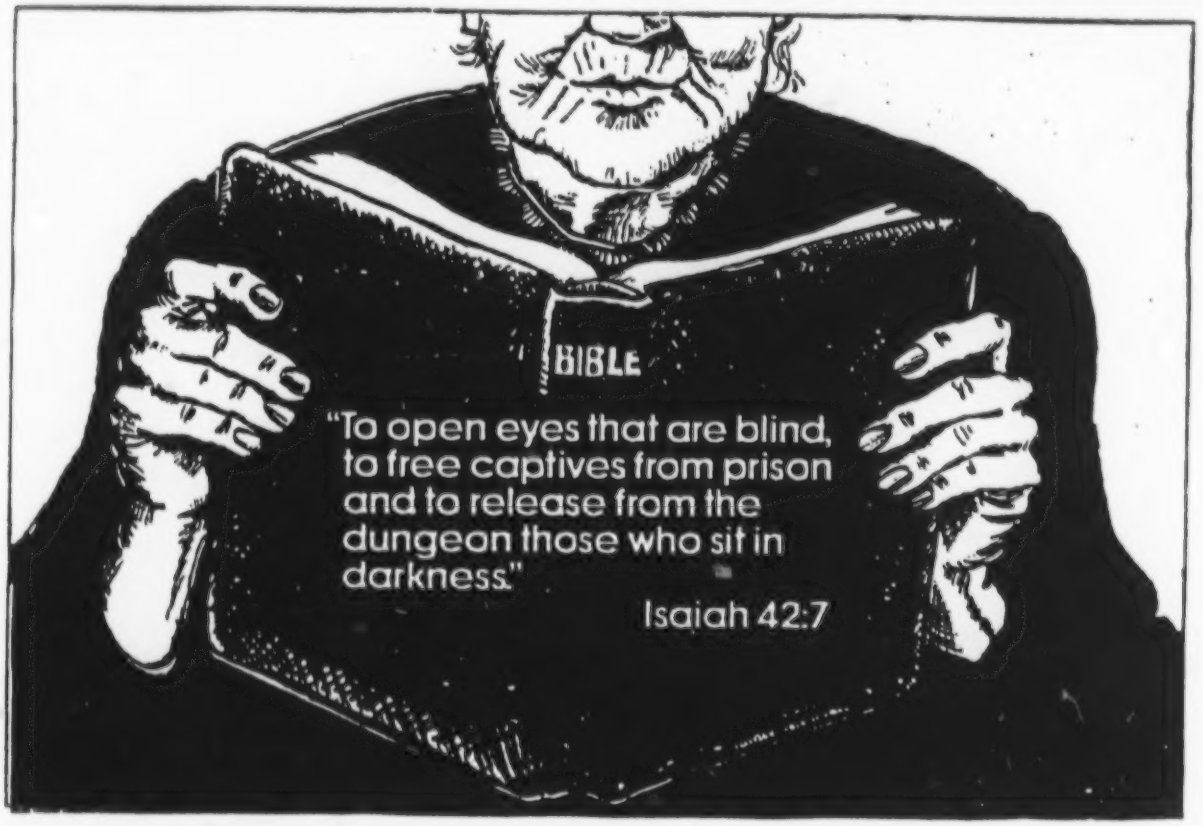
486–2789

Literacy Volunteers of America -
Nassau County, Inc.
250 Fulton Avenue - Suite 514
Hempstead, New York 11550

LITERACY VOLUNTEERS OF AMERICA

BEST COPY AVAILABLE

Millions of Americans can't read this best seller.


BIBLE
"To open eyes that are blind, to free captives from prison and to release from the dungeon those who sit in darkness."
Isaiah 42:7

Become a Literacy Volunteer and help an adult learn to read.

Call **486–2789**

Literacy Volunteers of America - Nassau County, Inc.
250 Fulton Avenue - Suite 514
Hempstead, New York 11550

LITERACY VOLUNTEERS OF AMERICA

BEST COPY AVAILABLE

Tutor: "It's a gift."
Student: *"It's a gift."*
Tutor: "Very good!"
Student: *"Thanks to Literacy Volunteers I'm learning to speak English."*

Share your gift of English with another.
Become a Literacy Volunteer tutor.
Call

486–2789

Literacy Volunteers of America - Nassau County, Inc.
250 Fulton Avenue - Suite 514
Hempstead, New York 11550

LITERACY VOLUNTEERS OF AMERICA

BEST COPY AVAILABLE

This agreement entered into on October 1, 1988, by the Nassau Library System, 900 Jerusalem Avenue, Uniondale, NY 11553, and the Literacy Volunteers of America-Nassau County, Inc., 115 Nichols Court, Hempstead, NY 11550, is for participation in a U.S. Department of Education Library Literacy Grant.

The Literacy Volunteers of America-Nassau County, Inc., agrees to provide the coordination of volunteer literacy training and one-to-one tutoring in Nassau County for the period October 1, 1988, through September 30, 1989, under the following conditions:

1. Literacy Volunteers of America-Nassau County, Inc., will:

   a. conducts six 24-hour Tutor Training Workshops in Nassau County public library locations.

   b. recruit, train and supervise approximately 180 to 200 community volunteers to work on a one-to-one basis with adults who read below the fifth grade level.

   c. recruit the Nassau County public libraries, social service agencies and other appropriate sources for a minimum of 180-200 adults in need of help in reading.

   d. provide orientation, upon request, including recruitment strategies to the staffs of Nassau County public libraries.

   e. provide In-Service Training and other appropriate tutor support services to trained volunteers.

2. Literacy Volunteers of America-Nassau County, Inc., will select, employ, train and supervise any paid or unpaid personnel required to provide services.

3. Paid or unpaid staff will be subject to the policies of the Literacy Volunteers.

4. Payment shall total $21,000 on the following schedule:

1st payment	on signing of contract	$7000
2nd payment	on completion of three tutor workshops	7000
final payment	upon completion of contract	7000

All payments will be made within 10 days of receipt of invoices.

In the event that Literacy Volunteers of America-Nassau County, Inc., should fail to complete three tutor training workshops by the end of nine months from the signing of the contract, the terms of the remainder of the contract would be declared null and void. No additional payments to LVA-NC, Inc., would be made.

The balance of the grant funds would be returned to the U.S. Department of Education, OERI/Library Program (i.e., all but the original $7000 paid on signing the contract).

In the event LVA-NC, Inc., should fail to complete all six (i.e., complete only 4 workshops), the balance of the terms of the contract would be null and void, and the final payment to LVA-NC, Inc., would not be paid. At that point, the remaining grant funds would be returned to the U.S. Department of Education, OERI/Library Programs.

The terms of the contract as outlined above are acceptable to the parties below.

by _____
Nassau Library System

Date: 10/1/88

by _____
Literacy Volunteers of America-Nassau County, Inc.

Date: 10/1/88

Literacy Volunteers of America - Nassau County, Inc.

FACT SHEET

The Need

According to the 1980 census, over 95,000 adults in Nassau County over the age of 25 have less than eight years of schooling. Another 95,000 adults over the age of 25 have only one to three years of high school. Many thousands of these individuals can be classified as functionally illiterate. In addition, more and more foreign born adults who have recently joined our community are in need of instruction, and 50% of the adults registered with LVA-NC who speak English as a second language (ESL) are not literate in their native language.

Both groups have difficulty functioning effectively in our complex society. Coping with everyday requirements for living--reading newspapers, signs, grocery labels, and instructions, as well as conversing in English to accommodate basic survival needs--can be impossible.

The Service

Literacy Volunteers of America-Nassau County, Inc. is a not-for-profit, independent affiliate of Literacy Volunteers of America, Inc. LVA-NC recruits, trains and supports community volunteers to work with adults who are functionally illiterate or adults for whom English is a second language. From its inception in 1968, the organization has had one goal: providing free instruction on a one-to-one basis.

The Tutor Training Workshop

Volunteer tutors develop their skills by attending one of the many workshops, in either Basic Reading or ESL, held throughout Nassau County.

Techniques and materials are prepared by university reading specialists and the LVA national staff. The workshops, which begin with an orientation session followed by seven three-hour classes, incorporate lectures, demonstrations, audio-visual aids and small practice sessions.

In addition, trained tutors must attend one of the many In-Service Training Sessions which feature different techniques and topics.

The Tutor

Who are the dedicated volunteers who form the heart of this program? They are adults who live in every corner of Nassau County. They are an active, committed group, often volunteering for other programs too. Many are employed, but quite a few are retired. Any adult who has a high school diploma and who has successfully completed a Tutor Training Workshop will be matched with a student.

FOR MORE INFORMATION, CALL 486-2789

250 Fulton Avenue - Suite 514 - Hempstead, NY 11550 - (516) 486-2789

Literacy Volunteers of America - Nassau County, Inc.

May 18, 1989

Dear Sir or Madam:

Literacy Volunteers of America-Nassau County, Inc. (LVA-NC) celebrated its 10th Annual Recognition Night on April 12, 1989. At that time students in our program who had achieved a personal goal over the past year were honored. In addition, those Nassau County adults were commended for their courage and effort in their pursuit of improved skills in reading, writing or speaking English. Working with a tutor on a one-to-one basis played a critical role in their progress in learning. And it was LVA-NC that provided that opportunity for success.

Literacy Volunteers of America-Nassau County, Inc. is a local, non-profit organization that trains volunteers and matches them with adults in need. For the past 21 years tutors and students have been working together throughout the county to improve the students' abilities. This special chance at learning is available to any Nassau County adult. It is only a phone call away.

Enclosed are a number of brochures that outline the services LVA-NC provides and contain our phone number. We are asking your assistance in making this information available to your clients. And we appreciate your co-operation.

If you have any questions, please do not hesitate to call me at 486-2789, Mondays-Fridays from 10:00 a.m.-5:00 p.m. And thank you again for your support.

Sincerely,

Julia Drake Berkowitz

Julia Drake Berkowitz
Associate Director

250 Fulton Avenue - Suite 514 - Hempstead, NY 11550 - (516) 486-2789

Literacy Volunteers of America - Nassau County, Inc.

September 5, 1989

Dear Sir or Madam:

Does it surprise you that 27 million Americans have trouble reading beyond a fifth grade level? That's one in five adults! And countless more are unable to converse in English. Many of them want to be able to read or to speak English better and are now being tutored by volunteers from Literacy Volunteers of America - Nassau County, Inc. But thousands more are waiting for help.

In order to reach adult learners and potential volunteers, we need your co-operation. Could you please display the enclosed bookmarks, brochures and posters in an area frequented by your patrons? We are very interested in distributing information about our services to local residents since we are running a tutor training workshop in your area.

Thank you for your interest and support. Please feel free to call if you have any questions.

Sincerely,

Julia Drake Berkowitz

Julia Drake Berkowitz
Associate Director

250 Fulton Avenue - Suite 514 - Hempstead, NY 11550 - (516) 486-2789

LITERACY VOLUNTEERS OF AMERICA-
NASSAU COUNTY, INC.
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LITERACY VOLUNTEERS OF AMERICA - NASSAU COUNTY, INC.

FACT SHEET

The Need

According to the 1980 census, over 95,000 adults in Nassau County over the age of 25 have less than eight years of schooling. Another 95,000 adults over the age of 25 have only one to three years of high school. In addition, more and more foreign born adults who are unable to converse in English are in need of instruction. Both groups have difficulty coping with everyday requirements like reading newspapers or signs, understanding labels or bus schedules, or balancing a checkbook.

The Service

Literacy Volunteers of America - Nassau County, Inc. is a non-profit, independent affiliate of Literacy Volunteers of America, Inc. LVA-NC recruits, trains and supports community volunteers to work with adults who are functionally illiterate or adults for whom English is a second language. From its inception in 1968, the organization has had one goal: providing free instruction on a one-to-one basis.

The Tutor Training Workshop

Volunteer tutors develop their skills by attending a workshop in either Basic Reading or English as a second language held at various sites throughout Nassau County. The workshops begin with an orientation session followed by classes that incorporate lecture and discussion, demonstrations by a workshop team and audio-visual aids. Time at each session is set aside for small group practice of the teaching techniques.

The Tutor

Any adult living in Nassau County who has a high school diploma and who is interested in volunteering may register for a workshop. By successfully completing all sessions a tutor will be matched with a student with whom he will two hours a week for at least 75 hours per year at a location mutually convenient to both. In addition, trained tutors are asked to attend one of the many In-Service Training Workshops offered throughout the year.

LITERACY VOLUNTEERS OF AMERICA - NASSAU COUNTY, INC.
TUTOR TRAINING WORKSHOP SCHEDULE
FALL 1989

Basic Reading Workshops

LVA-Nassau County 250 Fulton Avenue - Suite 514 Hempstead 11550	10:00a.m. - 4:00p.m. Saturdays (Orientation: 7:00p.m. - 9:00p.m. --	September 9, 16, 23 October 21 September 6)
Nassau Library System 900 Jerusalem Avenue Uniondale 11553	7:00 p.m. - 10:00p.m. Mondays and Thursdays	September 21, 25, 28 October 2, 5, 12, 16 November 16
Hempstead Public Library 115 Nichols Court Hempstead 11550	10:00a.m. - 1:00p.m. Mondays and Thursdays	October 2, 5, 12, 16, 19, 23, 26 December 7
Jericho Public Library 1 Merry Lane Jericho 11753	11:00a.m. - 2:00p.m. Tuesdays and Thursdays	October 5, 10, 12, 17, 19, 24, 26 November 30
Glen Cove Public Library Glen Cove Avenue Glen Cove 11542	6:30p.m. - 9:30p.m. Mondays and Thursdays	October 12, 16, 19, 23, 26, 30 November 2 December 4

English As A Second Language Workshops
(Knowledge of a foreign language is not required.)

Baldwin Public Library 2385 Grand Avenue Baldwin 11510	10:00a.m. - 1:00p.m. Mondays and Thursdays	September 11, 14, 18, 21, 28 October 2, 5 November 9
East Meadow Public Library Front St. & Newbridge Ave. East Meadow 11554	7:00p.m. - 10:00p.m. Mondays and Thursdays	October 2, 5, 12, 16, 23, 26, 30 November 27

A map to the workshop site will be mailed upon receipt of your check for $25.00 and a completed form two weeks before the starting date of the workshop. Registration will be limited to the first 35 applicants. Presentation of a workshop is contingent on the registration of a minimum of 12 people.

TRAINEES ARE EXPECTED TO ATTEND ALL WORKSHOP SESSIONS AS INDICATED ON THE ENCLOSED SCHEDULE.

To Register:
Please enclose a check for $25.00 to Literacy Volunteers of America - Nassau County, Inc. (LVA - Nassau County, Inc.). Mail your check and completed registration form below to:

LVA - Nassau County, Inc.
250 Fulton Avenue - Suite 514
Hempstead, New York 11550
(516 - 486-2789)

• NAME: _____

LVA - Nassau County, Inc.
250 Fulton Avenue - Suite 514
Hempstead, New York 11550
(516 - 486-2789)

- **NAME:** _____
- **ADDRESS:** _____
- **PHONE:** DAY _____ EVENING _____
- When are you available to tutor? day _____ evening _____ both _____
- **PLEASE INDICATE WORKSHOP CHOICE:**

_____
(location)

_____
(time)

_____
(starting date)